



Send completed form to
DAS/Finance, Attention FINET Security.

Financial Information Network (FINET) System Departmental Access Request Form

Request Type

New (All Sections)
Delete (Sections 1 & 7)
Change (Choose Type of Change)

Type of Change

Profile (Sections 1, 5 & 7)
Agency/Organization (Sections 1, 6 & 7)
Name (Sections 1, 3 & 7)
Printer (Sections 1 & 2)
DAS/ITS Code (Sections 1, 2 & 3)

Section 1 Individual Information

Employee Name _____ Title _____
Phone _____ Agency Name _____ Agency # _____
Division _____ E-Mail Address _____

Section 2 Billing Information

Do You Need to Print Transactions? YES NO
DAS/ITS Code: _____ Remote Printer ID: _____

Section 3 Security Information

(This portion must be completed by the Security Administrator)

CICS (RACF) User ID _____

Signature _____ Date _____
Department Security Administrator

Note: This form will **NOT** be processed without a valid CICS login ID defined in RACF. Submit original form with signatures to the DAS/Finance.

Section 4 DAS/Finance Approval (For DAS/Finance Only)

FINET Manager

Date

FINET Security Administrator

Date

Section 5 Profile Options

Agency Profiles

Budgeting (Bud)
 Expenditures/Disbursements (Exp/Disb)
 Revenue/Accounts Receivable (Rev/Acc Rec)
 Purchasing (Pur)
 Cost Accounting (Cost Acc)
 Inventory
 Fixed Assets (F.A.) and IAT's
 IAT's
 Exp/Disb, Cost Acc
 Exp/Disb, Purchasing
 Exp/Disb, Purchasing, Cost Acc
 Exp/Disb, Rev/Acc Rec, Pur, Cost Acc, F.A., IAT's
 Rev/Acc Rec, Cost Acc
 Bud, Exp/Disb, Rev/Acc Rec, Pur, Cost Acc
 Bud, Exp/Disb, Cost Acc, F.A., IAT's
 Bud, Exp/Disb, Rev/Acc Rec, Cost Acc, F.A., IAT's
 All Business Functions except Inventory
 All Business Functions except Budgeting
 Inquiry Access Only

State Level Profiles

Finance Control Group
 State Level Accountant
 Disbursements Control
 Security Administrator
 Technical
 Finance Contract Control
 State Purchasing
 Purchasing Control
 State Purchasing Commodity Control
 DOT Control
 Inventory Control 1
 Inventory Control 2
 DFCM Contract Control
 ORS Control
 Tax Commission Control
 Office of Debt Collection
 Risk Management
 Treasurer's Office Control

Agency Approvals

None

 Level 1

 Level 2

 Level 3

 Levels 1 & 3

 Levels 2 & 3

 Levels 1 & 2,
 No Entry or
 Corrections

 Levels 1, 2 & 3,
 No Entry or
 Corrections

Section 6 Agency/Organization Information

ALL low orgs/org range(s) previously authorized for this employee **WILL BE DELETED**. List below ALL low orgs/org range(s) this employee is NOW authorized to access. (If needed; phone the FINET Helpdesk to identify low orgs/org range(s) which will be deleted.)

A.

Agency Name

Agency #

Low Org or Range(s)

Beg Org

End Org

B.

Agency Name

Agency #

Low Org or Range(s)

Beg Org

End Org

C.

Agency Name

Agency #

Low Org or Range(s)

Beg Org

End Org

Section 7 Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of my access to the system.

Employee

Date

Supervisor

Date